Berlin Parks and Recreation Department

2023 Summer Aquatics Brochure

For more information please call the Department at 860-828-7009

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REGISTRATION INFORMATION

1. Registration for pool passes will start on **Monday, May 8** and can only be purchased in person. Registration for swim lessons will begin on **Monday, May 22**, and can be done on-line (WebTrac), starting at 8 a.m. or in the office starting at 8:30 a.m. You must purchase a household pool pass to be able to register for swim lessons. **Age is determined by first date of the class.**

2. You must register in person for swim passes. You can register on-line or in person for swim team and swim lessons but you must have a household swim pass to register for lessons. If you register on-line for swim team, you must come in the office for your free swim pass.

   Hours for registration in person at the Berlin Parks and Recreation Department, 230 Kensington Rd., are Monday through Wednesday 8:30 a.m.-4:30 p.m., Thursday 8:30 a.m.-7 p.m. and Friday 8:30 a.m.-1 p.m. **The office will be closed on Monday, May 30 for Memorial Day, Monday, June 19 and Tuesday, July 4th.**

   WebTrac – Register on-line through our WebTrac program! Browse our programs and register for most programs from the comfort of your home. If you forgot your username or password, go into WebTrac and click on "Forgot your password" and the information will be sent to you. You can find the link to WebTrac by going onto the Town website, www.berlinct.gov, click on Departments, and find Parks and Recreation. Click on Register On-Line to get to WebTrac. Due to the large volume of programs being offered, you will have to narrow your search by activity type and/or location. Some restrictions may apply and not all programs are available for on-line registration. On-line registration is generally only available up to the last business day before the program starts. After that you can only register in person, if there are still openings.

   VISA and Master Card will be accepted *in person and on-line*. **Debit Cards will not be accepted.**

   The Parks and Recreation Department reserves the right to cancel any program, which does not meet minimum enrollment requirements. Registration must be done in advance. In order to insure the continuance of each program, registrations must be made at least one week before the start of the program unless otherwise indicated.

Oops! Despite our best efforts, errors sometimes make it into print. We apologize for any inconvenience these errors may cause.

CANCELLATION AND REFUND POLICY

1. Refund will be automatic if a program is cancelled or registrants on waiting list are not included in program. Processing fees will not be charged for refunds due to cancellations or not being taken off the wait list.

2. Refunds will not be issued on requests made less than 3 business days before a program begins. All refund requests for any reasons other than cancellation by the Town or failure to include a registrant on a waiting list must be in writing and received by the Town at least three business days before the program begins. Summer Fun program has additional deadlines (see below).

3. **All requests for refunds will be charged a processing fee of 10% of the amount, minimum of $5/maximum of $50. Fees will not be charged if Parks and Recreation cancels the program. Refunds for the Summer Fun program that are not requested by the Monday before the week that is being cancelled will also have the cost of the field trip deducted ($30) before the refund is processed.**

4. No refunds will be given for pool passes, once the pool season starts.

5. Refunds will not be given on finalized trips or program tickets.

6. No refunds will be given after a program has started.

7. When program fees are paid by credit card and a refund is approved, that refund will be given on the credit card.

8. Exceptions to this refund policy will be made in the sole discretion of the Superintendent of Recreation and must be based upon hardship or other good cause demonstrated by the registrant. **Processing fee will be charged.**

9. All refunds by check will take up to four weeks to process, from the time of request. Refunds will be mailed to you.

BERLIN PARKS AND RECREATION DEPARTMENT
230 Kensington Rd., Berlin, CT 06037

Jen Ochoa   Director of Community, Recreation and Parks …………..……….860-828-7010
Debbie Dennis Superintendent of Recreation …………………………….……….860-828-7056
Allison Laroche Administrative Secretary II ……………………………………860-828-7009
Matt Jakiel   Aquatics Director …………………………………………….860-828-7094

POOL AND PASS INFORMATION

Season Passes may be purchased for individuals, seniors and households at the Berlin Parks and Recreation Department office for Percival Pool. **The fee for individuals (you must be 18 to 59* years old) is $55, for Seniors (age 60* and older) is $30 and for households is $85**. **Pool passes can only be purchased at the Parks and Recreation office, during regular office hours and will go on sale Monday, May 8. Please fill out the Pool Pass/Swim lesson registration form for passes and swim lessons.** **Driver's license or other form of ID that includes a Berlin address is required.** **Everyone over 18 must show ID and/or proof of residency, in the office, to obtain their pool pass. Proof of residency includes but is not limited to, your name on a utility bill, cell phone bill, insurance card or tax bill.**

*Age for passes is age as of June 17, 2023.
Swim lessons are free as part of the household pool pass. Swim lesson information will be out the week of May 15.
Registration for lessons will begin May 22.

The resident **daily admission** fee is $10 for adults and $5 for Seniors (60+)/children. Non-resident daily admission fee is $20 for adults and $10 for Seniors (60+)/children. All non-residents must be accompanied at all times by a Berlin resident 18 years of age and older or have obtained a non-resident caregiver pass. An adult 18 and over or a babysitter age14-17 who has obtained a caregiver pass, who is in proper swimwear, must accompany all children under 11 years old.

NEW THIS SUMMER – Non-Resident/Babysitter Caregiver Pass – Resident parents who need a non-resident caregiver or babysitter, age 14-17, to take their children to the pool may apply for a Non-Resident/Babysitter Caregiver Pass at the Parks and Recreation Department. You will need to indicate the caregiver/babysitters name and address and they will need to come in to show proof to obtain the pass. There is no fee for the pass but daily fees will apply at the pool.

Percival Pool – located on 20 Highland Ave, off Percival Ave in Berlin
Pool opens Saturday, June 17, 12 p.m.-6 p.m.
Regular hours are Sunday-Saturday, 12 p.m.-6 p.m.
Family Adult Swim is held Wednesday's 5-6 p.m. 13 years and younger must be accompanied by an adult. Hours are subject to change due to activities at the pool; changes will be posted.

Percival will be open on June 19 and July 4 from 12-5 p.m.

Percival Pool will close for the season on Saturday, August 12 (if adequate staffing is available)

BERLIN DOLPHIN SWIM TEAM

Swim Team practices will be held Monday-Friday, morning practices from 8-9 a.m. and evening practices from 6-7 p.m. starting **Tuesday, June 20** at Percival Pool. Swimmers should attend 4 to 5 practices a week. Swim Team has two divisions: Junior for ages 12 and under and Senior for ages 13-18 **(age as of July 1)**. The fee for residents is $130, $110 for each additional child in the same family. **Deadline to register is Friday, June 30, 1 p.m**. All residents will receive an individual pool pass as part of the program but if you register on-line, you must come into the office to pick up your pass. Participants must be able to swim at least one lap (25 yards) across the pool. Knowledge of competitive strokes would be helpful. Championship dates are TBD by the League.

Metro Swim will be at Percival Pool on Thursday, June 22 from 6-7:30 p.m. for the swimsuit sale.

Junior Swim Team – Program #240101A   Senior Swim Team – Program #240101B